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## Office Memorandum • UNITED STATES GOVERNMENT

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TO : Deputy Director (Administration)

DATE: 3 November 1951

FROM : Chief, Administrative Services

SUBJECT: Progress Report for Administrative Services

1. General. The following is a resume of conditions that existed in Administrative Services activities as of 1 October 1950, the changes made since that date to the present time and projected to 31 December 1951, and an estimate of those things that will be done, or should be done, after that date.

2. Conditions as of October 1950. As of the date indicated, the administrative activities were divided into two general categories: (a) the Special Support Staff in support of covert activities, and (b) the Administrative Staff in support of overt activities. With respect to the functions now assigned to Administrative Services, there was almost complete duplication in each of these staffs.

3. Reorganization of Administrative Activities Effective 1 December 1950. Upon the appointment of Mr. Murray McConnell as Deputy Director for Administration as of 1 December 1950 studies were made of reorganization for the consolidation of the two administrative staffs into one for the purpose of supporting overt and covert activities under the DD/A. Effective as of 1 December 1950 Administrative Services was established including the Transportation Division, the Reproduction Division, the Real Estate and Construction Division, the Building Maintenance and Utilities Division and the General Services Division. By the terms of the order this plan of organization was to become firm as of 1 January 1951. No changes were made in the Administrative Services organization. The effect of this organization with respect to each of the Divisions is discussed below:

a. Transportation Division. The Transportation Division under the Administrative Staff previously performed the travel function in arranging for the travel of overt employees, both domestic and foreign, and the shipment of supplies and equipment for overseas destinations in support of [redacted] overseas operations primarily. The volume of work in connection with these was relatively minor.

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In the Special Support Staff the Overseas Processing Branch, under the Personnel Division

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Special Support Staff, performed the travel function for employees of covert activities which was of considerable volume.

The Shipping Branch for the processing of shipments of supplies and equipment to covert overseas destinations was handled by the Shipping Branch reporting, as I recall, to the Chief of Services under the Special Support Staff. The volume of these shipments was also considerable, although there has been a substantial increase since that time.

The merger of the administrative staffs permitted the bringing of all travel and transportation functions together under a single Transportation Division through which all overt and covert travel and shipping arrangements are made. This has resulted in greater efficiency and better utilization of personnel as well as improved procedures.

b. Reproduction Division. The Reproduction Division, as of the date indicated, was housed in three separate locations and completely separated from its source of supplies, namely, the [REDACTED]. The space limitations of the three locations were such that expansion was impossible, which was necessary to meet expanding requirements of the Agency. Also, CIA was dependent upon a segment of the Government Printing Office for the printing of classified material, and it had been determined that it would be desirable to consolidate all reproduction and printing in a single location with sufficient expansion possibilities to meet all future reproduction and printing requirements of the Agency.

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For the purpose of accomplishing these things, in September of 1950 a building had been leased for this purpose in [REDACTED] consisting of a total of 53,845 square feet of space. A portion of the space had to be constructed by the owner of the property to meet the CIA requirements. The installation of all of the plumbing, electrical, air-conditioning and heating facilities was necessary since the building was primarily a warehouse. This construction was undertaken in December of 1950 at an ultimate cost of \$198,888. Starting in December of 1950 negotiations were begun with the Bureau of the Budget,

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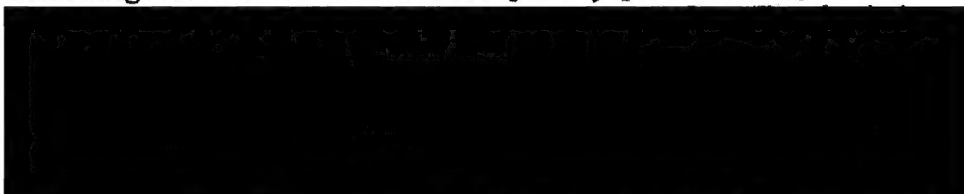
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the Joint Committee on Printing and the Government Printing Office for the transfer of the Government Printing Office plant located in South Building on the premises of CIA, and due to the fact that CIA was confronted with great resistance, although an offer had been made by CIA to handle the requirements of the Atomic Energy Commission, State Department and other defense agencies in the CIA consolidated plant, the efforts of two individuals in the Government Printing Office were successful in blocking this action. However, with the approval of the Bureau of the Budget and the Joint Committee on Printing, CIA procured letterpress and photo-engraving equipment which was necessary to do that portion of the printing work which it was felt the Government Printing Office could not accomplish, particularly with

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the reproduction facilities of CIA were moved to the new plant which is equipped with the most modern equipment and very shortly will be completely staffed.

c. Real Estate and Construction Division. The Real Estate and Construction Division had not previously existed in any organizational structure that existed in CIA. The function had been previously performed by the Procurement activities in the handling of contracts. The function was never properly or completely performed due to the lack of such a Division and also due to the lack of properly trained professional personnel. In addition, the resistance on the part of the covert activities in permitting the administrative activities to handle the real estate function was quite strong and, undoubtedly, was justified because of the lack of experienced and professional personnel to perform the function. Therefore, as of 1 December 1950 it was necessary to begin to assemble a staff to consist of lawyers, preferably with experience in real estate matters, architects and civil engineers. Efforts in this direction have been successful to date, and although the job has not been entirely completed, this Division is at the present time giving approximately 75 per cent of the support required in connection with real estate matters.

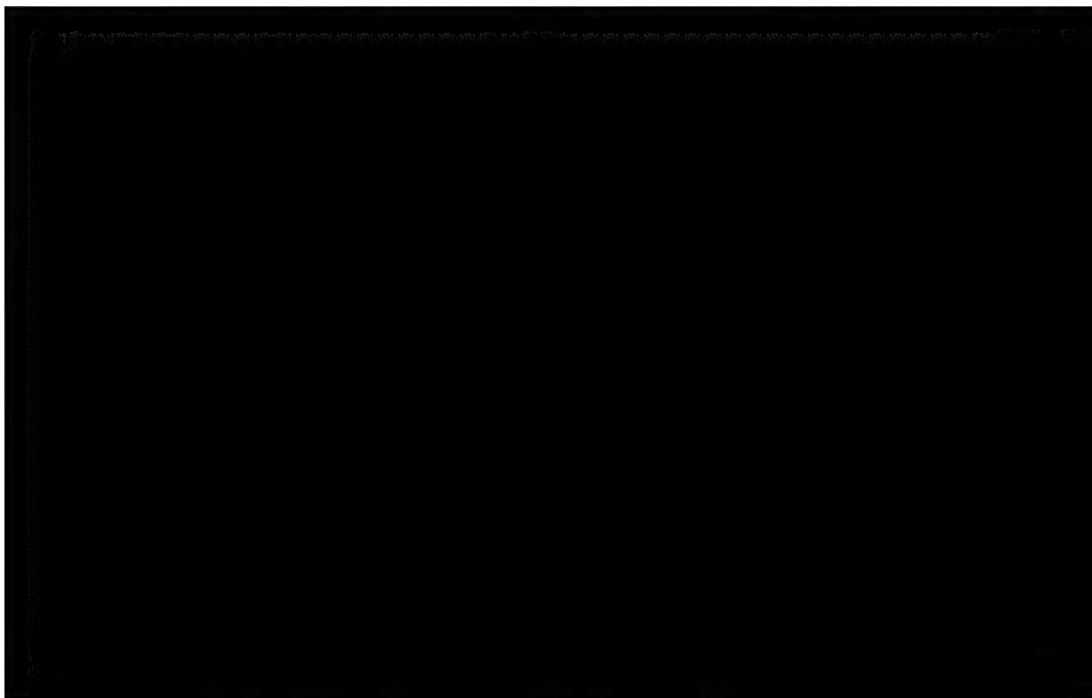
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Numerous properties of lesser importance have been procured by lease and purchase in support of a number of covert activities.

In addition, a number of investigations have been made for the purpose of supporting covert activities in overseas areas and one in particular was the investigation and acquisition of the use of [REDACTED] in support of OPC [REDACTED] In the very near future considerable construction for the reactivation and expansion of [REDACTED] will be necessary to meet the program of OPC.

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d. Building Maintenance and Utilities Division. This activity is one which has always existed since it performs primarily a housekeeping function in maintaining liaison with the Public Buildings Service of the General Services Administration. Very little change in this activity has taken place except in the renovations and alterations of new buildings acquired by CIA. The CIA switchboard is under the supervision of this activity and this board will be expanded by a total of 900 lines.

e. General Services Division. This activity, as such, had not previously existed and was established by the transfer

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of the records management and vital documents programs and the mail distribution activities from OCD and the transfer of the Machine Records activity from the Special Support Staff to be a part of this Division. As of the date of this transfer very little had been accomplished by CIA in the field of records management due to the lack of qualified personnel and the lack of a program. Such a program in CIA is, however, a difficult one to accomplish because it is extremely difficult to always evaluate accurately the period of usefulness of intelligence material. With a very small staff it has now been possible to establish, in some of the smaller offices, an effective records management program.

In connection with the vital documents program it had been directed by the Bureau of the Budget and the National Security Resources Board that steps be taken by individual agencies and departments to remove from the Washington area valuable documents and information which would be necessary in the continuity of the United States Government in the event of partial or total destruction of Departments, their records, and personnel in Washington as a result of bombing raids by a foreign enemy. CIA had started this program several months prior to the issuance of such a directive, and vital records originally had been moved to a monitoring station at [REDACTED]

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Upon the acquisition of the property at [REDACTED]

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[REDACTED] a vital documents storage center was established and the program, as of this writing, is current. Adequate security protection has been provided for these documents and, in fact, steps have been taken to store the vital documents of the National Security Council. (State Department? Note: Mr. Peel has specific information on the status of this portion of the project.) The vital documents program will permit the reestablishment of CIA at [REDACTED] in the event of destruction and the most important and valuable documents will be available there in the event of destruction of CIA records and activities in Washington.

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In connection with Machine Records, a relatively small activity existed at the time of the reorganization as of 1 December 1950, and was inadequate to meet the future requirements of the Agency as to both staff and equipment.

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